

Application for Reciprocity

INSTRUCTIONS

SUBMIT TO THE BOARD:

1. Completed Application
2. Signed Oath & Affidavit
3. Signed experience affidavit for the credential you currently hold
4. Check or Money Order for *\$252.00 made payable to KREAB

*Fees are not pro-rated regardless of when the application is received.

UPON RECEIPT OF APPLICATION, BOARD WILL:

1. Verify your status with the Appraisal Subcommittee
2. Board reserves the right to request additional information as needed to process application
3. Upon approval of application, the Board will issue license/certification to applicant



135 W. Irvine Street, Suite 301
Richmond, Kentucky 40475
Phone: 859-623-1658
Fax: 859-623-2598
www.kreab.ky.gov

Reciprocal Appraiser License/Certification Application

Please print or type

Applicant: _____
First MI Last

Business Information -

Firm Name: _____

Address: _____

City: _____ **State:** _____ **Zip:** _____

County: _____

Phone: (_____) _____ - _____ **Fax:** (_____) _____ - _____

Residence Information -

Address: _____

City: _____ **State:** _____ **Zip:** _____

County: _____

Phone: (_____) _____ - _____ ☐ Home ☐ Cell

Email Address: _____

Date of Birth: ____ / ____ / ____ **Social Security #:** _____ - ____ - ____



Mail correspondence to: **Business** ☐ **Residence** ☐

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1. Have you previously held a license with the KREAB or another State appraiser agency? ☐ Yes    ☐ No
  
2. Are you currently in good standing with all agencies and commissions with whom you hold a license or certification? ☐ Yes    ☐ No    ☐ N/A
  
3. Have you **EVER** had an application for certification or licensure as an appraiser denied by any agency within the State of Kentucky or any other State? If yes, please explain and submit a copy of the denial notice. ☐ Yes    ☐ No
  
4. Have you **EVER** been reprimanded or fined or had a license or a certificate or a registration suspended, revoked, restricted, denied, or surrendered in Kentucky or any other State by any agency that has granted you a license, certificate or registration to engage in a regulated occupation, trade or profession? If yes, provide explanation in writing, and provide a copy of any documentation that describes the charges against you, and the action taken by the appropriate agency. ☐ Yes    ☐ No
  
5. Are you the subject of **ANY** pending investigation, administrative sanction proceeding, hearing, trial or similar action by any agency that has granted or denied you a license, certificate, or registration to engage in a regulated occupation, trade or profession? If yes, explain and submit a copy of any documentation describing the charges against you. ☐ Yes    ☐ No
  
6. Have you **EVER** entered a plea of nolo contendere, been found guilty of, or convicted of a *felony*? If yes, fully explain the facts of the offense and identify the location of the jurisdiction of the proceedings. Include a copy of **all** final court documents identifying the charges and assessing the penalties. ☐ Yes    ☐ No
  
7. Have you **in the last ten years** entered a plea of nolo contendere, been found guilty of, or convicted of a misdemeanor? If yes, you must fully explain the facts of the offense and identify the location of the jurisdiction of the proceedings.

Include a copy of all final court documents identifying charges and assessing penalties.

☐ Yes    ☐ No

8. Are you now awaiting trial or sentencing in any criminal proceeding? If yes, fully explain the facts of the alleged offense and identify the location of the proceedings

☐ Yes    ☐ No

9. Have you ever used any name other than the one herein, either initials, surname, maiden name, or alias? If yes, you must list all other names used.

☐ Yes    ☐ No

10. Has any disciplinary action ever been brought against you as a member of any professional organization or trade association? If yes, explain and include a copy of any document reflecting the allegations and the final action or decision, if it has been rendered.

☐ Yes    ☐ No

**The oath and affidavit on the following page must be completed, signed, notarized for this application to be considered by the Board for approval. Any application not signed, all questions answered, and all pertinent information provided will be considered incomplete.**

## OATH AND AFFIDAVIT

I do hereby acknowledge that I have reached the age of 18; have a High School or High School Equivalency diploma; agree that I have knowledge of and comply with the standards set forth in KRS 324.010, State of Kentucky rules promulgated thereto, and understand the types of misconduct for which disciplinary proceedings may be initiated against me pursuant to said law; authorize the Kentucky Real Estate Appraisers Board or their agents to interview individuals or organizations referenced in my claims for satisfying education requirements and experience requirements, or equivalent experience, and to inspect my appraisal files to verify information given on my application. I further authorize the Kentucky Real Estate Appraisers Board or their agents to conduct a criminal records check.

I do further authorize the Kentucky Real Estate Appraisers Board to inform those entities selected by the Board of any disciplinary action taken by the Appraisers Board and the basis for that action; any state in which I have the authority or any state which I may apply for the authority to perform any appraisal activities involving federally related transactions pursuant to Title XI of the Financial Institutions Reform, Recovery, and Enforcement Act (FIRREA) of 1989.

I do agree to return the license/certification upon request if issued to me in error or if requested by the Kentucky Real Estate Appraisers Board after a hearing pursuant to disciplinary action.

I acknowledge that appraisals made by me after January 1, 1991 and claimed as experience in this application have been completed in compliance with the Uniform Standards of Professional Appraisal Practice (USPAP).

**Oath:**

The Statements and information contained herein, with attachments, are made under oath, and any material misrepresentation shall be punishable as perjury, in the first degree, a felony crime, (KRS 523:020) and shall also be grounds for suspension, revocation or refusal to renew any certificate or license granted pursuant to same.

Affidavit: State of \_\_\_\_\_ County

I, \_\_\_\_\_, being at least eighteen years of age duly sworn, affirm and state that the information provided within the application for Appraiser License or Certification in the State of Kentucky, is true and correct to the best of my knowledge.

\_\_\_\_\_  
(Signature of Applicant)

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary Public

(Seal)

My Commission expires: \_\_\_\_\_

**CERTIFIED GENERAL REAL PROPERTY APPRAISER  
EXPERIENCE AFFIDAVIT**

Please print or type

**Name:** \_\_\_\_\_  
First MI Last

**Social Security #:** \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

I, the undersigned applicant for certification as a Certified General Real Property Appraiser to the Kentucky Real Estate Appraisers Board, being first duly sworn and cautioned concerning the nature of the within oath, do hereby depose and state:

1. That to date, I have at least 3,000 hours and a minimum of thirty (30) months appraisal experience. Hours may be treated as cumulative in order to achieve the necessary 3,000 hours of appraisal experience. Of the 3,000 hours of appraisal experience, I am claiming in this affidavit, at least 1,500 hours consist of experience in non-residential appraisal work, (Residential means one (1) to four (4) residential units), and that my appraisal experience is in; fee and staff appraisals, review appraisals, ad valorem tax appraisals, highest and best use analysis, feasibility analysis or study.
2. That documentation in the form of reports or file memoranda is available to the Kentucky Real Estate Appraisers Board to support the experience set forth in paragraph 1, above.
3. All experience obtained after January 1, 1991 complies with the Uniform Standards of Professional Appraisal Practice.

Under penalty of perjury and as material representation to the Kentucky Real Estate Appraisers Board to secure certification, I state the foregoing is true.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

State of \_\_\_\_\_

County \_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Notary Public

Seal

My Commission Expires: \_\_\_\_\_

**CERTIFIED RESIDENTIAL REAL PROPERTY APPRAISER  
EXPERIENCE AFFIDAVIT**

Please print or type

**Name:** \_\_\_\_\_  
First MI Last

**Social Security #:** \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

I, the undersigned applicant for certification as a Certified Residential Real Property Appraiser to the Kentucky Real Estate Appraisers Board, being first duly sworn and cautioned concerning the nature of the within oath, do hereby depose and state:

1. That to date, I have at least 2,500 hours and a minimum of two (2) years (24 months) appraisal experience. Hours may be treated as cumulative in order to achieve the necessary 2,500 hours of 1-4 unit appraisal experience, and that my appraisal experience is in; fee and staff appraisals, review appraisals, ad valorem tax appraisals, highest and best use analysis, feasibility analysis or study.
2. That documentation in the form of reports or file memoranda is available to the Kentucky Real Estate Appraisers Board to support the experience set forth in paragraph 1, above.
3. All experience obtained after January 1, 1991 complies with the Uniform Standards of Professional Appraisal Practice.

Under penalty of perjury and as material representation to the Kentucky Real Estate Appraisers Board to secure certification, I state the foregoing is true.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

State of \_\_\_\_\_

County \_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Notary Public

Seal

My Commission Expires: \_\_\_\_\_

**LICENSED RESIDENTIAL REAL PROPERTY APPRAISER  
EXPERIENCE AFFIDAVIT**

Please print or type

**Name:** \_\_\_\_\_  
First MI Last

**Social Security #:** \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

I, the undersigned applicant for licensure as a Licensed Residential Real Property Appraiser to the Kentucky Real Estate Appraisers Board, being first duly sworn and cautioned concerning the nature of the within oath, do hereby depose and state:

1. That to date, I have at least 2,000 hours and a minimum of two (2) years (24 months) appraisal experience. Hours may be treated as cumulative in order to achieve the necessary 2,500 hours of 1-4 unit appraisal experience, and that my appraisal experience is in; fee and staff appraisals, review appraisals, ad valorem tax appraisals, highest and best use analysis, feasibility analysis or study.
2. That documentation in the form of reports or file memoranda is available to the Kentucky Real Estate Appraisers Board to support the experience set forth in paragraph 1, above.
3. All experience obtained after January 1, 1991 complies with the Uniform Standards of Professional Appraisal Practice.

Under penalty of perjury and as material representation to the Kentucky Real Estate Appraisers Board to secure certification, I state the foregoing is true.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

State of \_\_\_\_\_

County \_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Notary Public

Seal

My Commission Expires: \_\_\_\_\_